

Sample Prospect Biographical Sheet

When collecting information on prospects, it's important to have a thorough and standardized format for information. Here is an example of a prospect form.

Suggested Amount to Solicit: *\$1,500*

Name(s): *Mr. and Mrs. John Doe*

Address: *77 Windsor Road, Cincinnati, OH 45243*

Salutations: *John and Pam*

Family Members: *Daughter Emily Doe*

Home Number:

Business Number: *(410) 555-8787*

Mobile Number:

Place(s) of business: *Both work from home.*

Volunteer Involvement: *Pam collects used clothing for area shelters.*

Giving History:

- *\$500 – December 2005*
- *\$350 – November 2004*
- *\$300 – December 2003*

Notes: *Board member is also a member of John's alumni organization.*

What information listed here is applicable to your own program? What information needs to be added?